

Civil Engineer II or III\Drainage and Floodplain Unit Coordinator

Additional Position Information

NOTE:

Applications for this position must be submitted directly to the [Human Resources Department](#).

Position Responsibilities:

This position involves the performance of professional stormwater engineering requiring a combination of education, training, and experience in the areas of stormwater management, drainage design, stormwater infrastructure maintenance and repair, and environmental regulations. This position will be responsible for coordinating the drainage and floodplain unit, providing floodplain management support, and providing flood study review and floodplain permitting. Position responsibilities will be performed in the office and on project sites and will afford multiple opportunities to exercise independent judgment in the making of technical decisions and the planning of engineering tasks. This position may involve the management of one or more professional or technical staff positions, and all position accountabilities will be performed under the responsible charge of a Civil Engineer IV or the Assistant Stormwater Manager.

Position Accountabilities:

The following are essential job accountabilities:

- Ensures service requests concerning flooding and drainage issues are investigated;
- Ensures requests for floodplain information and permit reviews are completed;
- Works collaboratively to maintain and improve the city's response to customer drainage and floodplain issues;
- Provides information, training and technical support to the Floodplain Administrator and associated support Departments and Divisions;
- Coordinates with state NFIP office and FEMA region 4 concerning floodplain management issues;
- Develops floodplain management ordinance revisions as needed;
- Coordinates community flood mitigation and Community Rating System (CRS) programs;
- Reviews engineering certification and flood study submittals required by the community as part of the FEMA National Flood Insurance Program;
- Issues floodplain development permits as needed; and
- Performs other related assignments as requested.

Position Qualifications:

An alternate combination of education and experience which provides the required knowledge, skills, and abilities, may be considered.

Knowledge:

Understands the principals and practices of hydrologic and hydraulic modeling, stormwater management and storm drainage design, as well as demonstrates considerable knowledge of floodplain management.

Skills:

The ability to use stormwater modeling software such as HEC-HMS, HEC-RAS, and/or SWMM. Ability to effectively use standard office computer software for word processing, spreadsheets, etc.

Abilities:

To communicate effectively, both orally and in writing; to conduct public meetings between diverse stakeholder groups; to prepare and deliver technical and educational presentations to the

development and consulting communities, business owners, and the general public; to adapt modern engineering methods and techniques to the design and construction of a variety of stormwater projects; to prepare technical reports concerning the construction or maintenance of stormwater infrastructure and stormwater management facilities; to establish and maintain effective working relationships with consultants, developers, contractors, business owners, the general public, and City/County staff.

Revised Date: March 19, 2012